

**TOWN OF UNDERHILL
SELECTBOARD SPECIAL MEETING MINUTES
Underhill Town Hall
Thursday, January 23, 2020, 3:00 p.m.**

Selectboard: Pat Sabalis and Dan Steinbauer

Town Staff: Sherri Morin, Nate Sullivan and Brian Bigelow

Public: Ruth Miller (MMCTV), Livy Strong, Kassandra Bean, Bob & Patsy McLaughlin, Pat Lamphere

3:00 p.m. Call to order, adjustments to agenda. Meeting called to order by Pat Sabalis. No adjustment to agenda.

3:01 p.m. Public Comment. None.

3:02 p.m. FY20-21 Budget Review. Selectboard and staff discussed proposed limited changes to version 12 of the budget.

Pat Sabalis moved to propose a FY20-21 Budget of total expenditures of \$4,132,298 with \$1,967,401 to be raised by local taxes with an estimated tax rate of \$0.5000 per \$100 of Grand List value. Dan Steinbauer seconded and the motion passed by a vote of 2-0.

3:10 p.m. Town Meeting Articles. Draft articles reviewed by Selectboard and Staff. Minor changes agreed upon by consensus of Selectboard and changes to final draft made by Town Clerk for Selectboard signature.

Pat Sabalis moved to approve the March 3, 2020 Town Meeting Warning as modified. Dan Steinbauer seconded and the motion passed by a vote of 2-0.

3:14 p.m. Audit Management Representation Letter. Letter prepared by Finance Officer reviewed by Selectboard and by consensus Chair authorized to sign.

3:25 p.m. Road Foreman, Highway Department Purchases. Road Foreman Nate Sullivan in attendance to discuss purchases in excess of \$1,000 in accordance with the Purchasing Policy. Road Foreman presented results of quotes received as a result of his solicitations of area contractors and providers. In each instance Road Foreman is confident in proceeding with the low quotes.

Pat Sabalis moved the Town accept the quotes for:

- Culvert purchases from FW Webb in an amount no to exceed \$11,000,
- Winter plow blades from HP Fairfield in an amount not to exceed \$7,200,
- Recapped XDS tires from Marshall in an amount not to exceed \$3,000,
- Recapped Winter tires from New England Truck Tires in an amount not to exceed \$821,
- New Steer tires from Marshall in an amount not to exceed \$1,392,
- Tree work on Poker Hill Road, Beartown Road and Bridge #8 by DJ's Tree Service in an amount not to exceed \$6,000, and,
- Repairs to 2013 Dump Truck by Clark's Truck Center in an amount not to exceed \$3,100.

Dan Steinbauer seconded and the motion passed by a vote of 2-0.

3:40 p.m. Old Business

Meadow Lane, Dumas Road, Roaring Brook Flooding Update: Kassandra Bean and Town Administrator discussed meeting with State of Vermont staff held on January 16th. Follow up meeting to be held to discuss possible scope of work for an area study.

Town Sponsorship of FEMA Acquisition Buyout (DM012/Gray). Landowner Patricia Gray requesting Town sponsorship of FEMA Acquisition (buyout). Town administrative support required for application. Landowner not bound. Application deadline is April 3, 2020.

Pat Sabalis moved that the Town sponsor a FEMA Acquisition application for 12 Dumas Road. Dan Steinbauer seconded and the motion passed by a vote of 2-0.

Draft Selectboard Annual Town Report. By consensus moved to later in the meeting.

3:50 p.m. New Business.

Vermont Land Trust / Jericho Underhill Land Trust (JULT) Winter Parking Waiver Request at Casey's Hill (MT002X). Livy Strong JULT Chair in attendance and provided a handout. The two land trusts will be hosting a sledding and hot chocolate event at Casey's Hill to highlight and update their efforts for conserving the Tomasi Meadow from 9:00 a.m. to – Noon on February 8, 2020. They will not be seeking a parking waiver and will work with the Mount Mansfield Unified School District to have parking at the Underhill Central School.

Annual Certificate of Highway Mileage. Selectboard reviewed and signed with the road inventory unchanged in 2019.

Stevensville Road Parking Issue. Chair provided back ground on recent meeting with Jason Nerenberg and Robert Peterson of Vermont Agency of Natural Resources Forest Parks & Recreation (ANR/FPR), Chair, town staff and Trevor Squirrell to discuss area parking issues predominantly on Stevensville Road but also on Mountain Road. ANR/FPR Staff reviewed efforts to date and offered to attend an upcoming Selectboard meeting. Bob and Patsy McLaughlin in attendance to advocate for improvements to the parking situation and the road.

4:12 p.m. Emergency Health Order Khadka (PA005). Town Health Officer (THO) Pat Lamphere and Selectboard discussed status of Emergency Health Orders issued for three occupied units at 5 Park Street. THO to return call from Department of Fire Safety, schedule site visit and notify Town Administrator. THO pursuing voluntary compliance. Email from property owner/landlord documenting work accomplished to date and schedule for additional work. THO to determine appropriate deadline. In the event that voluntary compliance cannot be obtained he will return and ask that the Town Attorney become involved.

4:23 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Pat Sabalis moved to approve the minutes of the January 7, 2019 Regular Meeting of the Selectboard. Dan Steinbauer seconded and the motion passed by a vote of 2-0.

Pat Sabalis moved to approve the minutes of the January 9, 2020 Special Meeting of the Selectboard. Dan Steinbauer seconded and the motion passed by a vote of 2-0.

Draft Selectboard Annual Town Report (Con't). Draft discussed. Final draft to be sent to First Step Printing next week for them to provide a proof for review.

4:30 p.m. Member Items, Correspondence, Announcements, Schedule:

Correspondence. Notice made of receipt of:

- Correspondence from Jericho Selectboard and Jericho-Underhill Community Library District regarding 60/40 split for funding from the two municipalities.
- Gerry Adams resignation from Underhill Energy Committee
- Notification from Mat Champlin, Chief Underhill-Jericho Fire Department regarding overpayment. Consensus of Selectboard to reduce final payment by \$1,374.

Schedule. The next regularly scheduled Selectboard meeting is February 4, 2020. Discussion for warning Special Meeting and Public Informational Hearing on the Town Meeting Articles held and tentatively set for Monday, February 27th at 6:00 p.m.

4:54 p.m. Executive Sessions. Consensus of Selectboard that no Executive Session required.

4:55 p.m. Adjournment: On a motion made by Pat Sabalis and seconded by Dan Steinbauer the Selectboard voted 2-0 to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended


Pat Sabalis, Chair

2/4/20
Date